

HOW to EDIT your existing PROFILE in Civic Rec

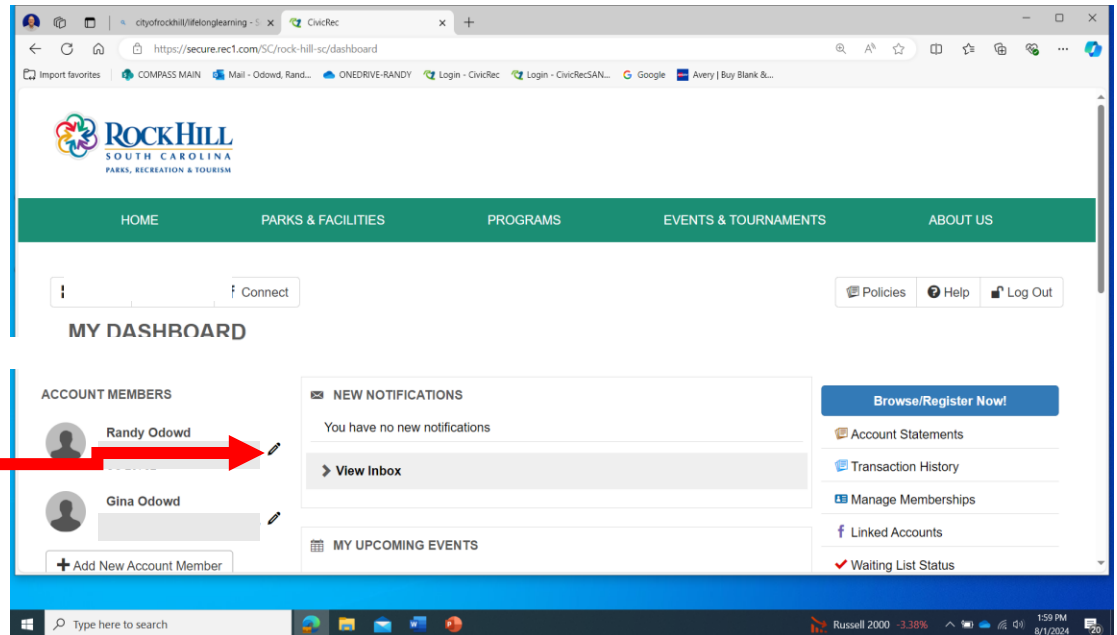
This semester, we are happy to announce that we have added another method of keeping you informed about your Lifelong Learning classes.

We are now able to send you TEXT messages with reminders and updates about your classes. To receive these messages, you need to make one small change in your CIVIC REC account.

These instructions show you how to accomplish this. As always, if you need assistance - ask a Staff Member – We are always happy to help!

Log into your existing CivicRec account at: [Cityofrockhill.com/lifelonglearning](https://cityofrockhill.com/lifelonglearning) - then choose

PROGRAM REGISTRATION. This screen will appear:



Click on the TINY pencil next to your name to EDIT your information.

This screen will appear:

Verify your information * Be sure to use a CELL phone number if you wish to receive TEXT updates.

Change this box to: **CAN receive text messages**

click **SAVE USER**

Congratulations!

You will now receive important reminders from Lifelong Learning about your classes.

